

Tuscarawas District Administrative Assistant
East Ohio Conference United Methodist Church
Job Description – Updated June 2018

Summary: The administrative assistant reports to and serves under the supervision of the Tuscarawas District superintendent. This position will begin as part-time and transition into full-time by late fall. This district administrative assistant requires good organizational, practical, and decision-making skills. The employee must be capable of exercising initiative, and be motivated for excellence. Confidentiality regarding the work of the district is essential. Related to this is the quality of being highly relational and professional in communication with the district superintendent, other clergy, churches, community personnel, East Ohio UMC offices, bishop, Cabinet, and general public. The administrative assistant should become familiar with the language, polity, and processes of The United Methodist Church and the East Ohio Annual Conference.

Skills:

1. Highly-competent on computer (Microsoft Office), bookkeeping, typing, filing
2. Phone, internet, and e-mail skills, website and social media experience a plus
3. Able to operate office equipment and handle second-class mailing
4. Correct use of language and grammatical skills
5. Ability to utilize United Methodist resources including *The Book of Discipline*, East Ohio Conference Journal, General Church and Conference websites
6. Able to work alone, manage projects and people when district superintendent is in Cabinet or the field

Character:

1. Ability to maintain confidentiality
2. Exhibit values and character compatible with Christian principles
3. Tact and poise in personal interactions, welcoming of all people
4. Appropriate humor, dress, and personal hygiene
5. Desire to learn, responsible and punctual

Essence of Responsibilities:

1. Support and encourage the mission of The United Methodist Church to make and mature disciples of Jesus Christ, seeking transformation and changed lives
2. Provide administrative assistance to the district superintendent and implement administrative decisions
3. Foster clergy and local church health and vitality through resourcing and support

Specific Duties to include:

Office Management

1. Manage all daily operations of the district office
2. Respond to district superintendent's requests as first priority
3. Answer phone, take messages, open mail, communicate as appropriate
4. Relay necessary communications to district superintendent

5. Provide communication link between the Conference and district, and between churches
6. Keep database, church and pastor files and profiles current, in paper files and in Dropbox and E-bridge
7. Facilitate district committees through meetings notices, organizing materials and helping with follow-up actions and financial matters
8. Produce and maintain district directory (annual)
9. Produce mailings as needed for district and Conference work
10. Occasional weekend or evening responsibilities
11. Collect information, create, edit, copy and prepare mailing of the district newsletter
12. Order office supplies, restock and maintain equipment
13. Maintain (at least monthly) the district website through the EOC website
14. Prepare and produce flyers and other information for special programs
15. Annual clean out files of unnecessary paper and reports

Financial Responsibilities

1. Act as district treasurer/bookkeeper, paying bills and accounting for all district monies
2. Prepare financial reports as needed
3. Assist district superintendent and committee chairs with block grant information and reporting
4. Prepare district apportionment figures and communicate to churches annually

Other:

Hours:

Part-time: 9:00 a.m. – 1:00 p.m. Monday – Thursday

Full-time: 8:00 a.m. – 4:00 p.m. Monday – Friday

Exception: Monday – Thursday (after Annual Conf. in June through Labor Day)

Lunch: 12:00 – 1:00 p.m.

Compensation: Salary and benefits of new employee will be determined in the interview process and in line with standards set by the East Ohio Cabinet.

The position is covered by Workers Compensation and Social Security. Hospitalization coverage availability may be negotiated. The United Methodist pension program is available after three months of employment.

Time off and funds are available for continuing education opportunities.

The deadline to apply is July 17, 2018. Please include a cover letter, resume and 3 professional references. They can be sent to the district office via [e-mail](#) or through U.S. mail (3500 Cleveland Avenue NW, Canton, OH 44709).